

NEW MEMBER PROCEDURE

1. Receive completed Application via on-line or hard copy
2. E-mail or text copy of Application to Handicap Director for approval.
3. Once Application is approved, send name, email, phone # to Group e-mail administrator (Captain), Handicap Director, Play Day Directors, Ringer Chair, and Web Site administrator.

ORIENTATION CHECKLIST

1. Obtain check for Dues Payment. A separate check is required for NCGA, unless you are a current Villages Swinger Member.
2. Picture of Applicant
3. Welcome Letter
4. 18-Hole Ladies Club Handbook
5. Bag Tag – Print name with label maker and apply to tag.
6. www.villageswomensgolf.vgcc.club for SOP's & By-laws
7. Follow-up e-mail to new member after orientation including these attachments: Welcome Letter, photograph, Application & Code of Conduct. CC/copy all Board Members on e-mail.
8. Assign Big Sister – ask new member if she has a preference. If not, assign a Board Member.
9. Notify Pro Shop to add Member to 18-Hole Ladies on Chelsea and Constant Contact Sweeps report.
10. Membership Director to introduce new member and Big Sister at the luncheon after golf. Request the Captain to submit photo and name to The Villager to welcome new member to the 18-Hole Group.